

LIBRARY EDUCATION OUTREACH SPECIALIST

(Milwaukee Public Library)

PURPOSE: Under general supervision of the Management Librarian for Youth and Community Outreach Services (YCOS), the Library Education Outreach Specialist assists in the delivery of materials to child care centers and other sites, such as senior housing complexes. The person in this position coordinates requests from the community for library presentations; assists in the development and delivery of early literacy outreach efforts to child care centers and community agencies; and schedules and develops *Ready to Read* training, manages consultant contracts for the *Ready to Read with Books2Go* project, and coordinates outreach requests and delivery of materials to child care sites.

ESSENTIAL FUNCTIONS:

- ❖ Manage the *Ready to Read* program by overseeing workflow, developing new sites, developing and preparing for workshops, and coordinating use of the program consultants, including recruitment and budget management.
- ❖ Maintain memberships in the *Books2Go* program by recruiting new child care centers and renewing yearly membership.
- ❖ Visit child care centers to recruit members and distribute *Books2Go* cards, backpacks, and library books.
- ❖ Work with community partners to develop and expand the *Books2Go* program.
- ❖ Develop and publish seasonal newsletter for *Books2Go*.
- ❖ Maintain database of child care centers, and coordinate mailings to centers.
- ❖ Oversee the delivery of program materials to community agencies.
- ❖ Assist Management Librarian - YCOS in directing unit work flow.
- ❖ Serve as a liaison for community requests for outreach services.
- ❖ Provide training to library staff related to literacy and childhood development.
- ❖ Work with the Library's Marketing Department on program promotion and development of promotional materials.
- ❖ Assist with grant development, budgets, and new initiatives related to department goals.
- ❖ Prepare reports, write articles for publication, and perform other duties as assigned.
- ❖ *The person in this position must be willing to work a flexible schedule, including evenings and weekends.*
- ❖ *The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities and to work cooperatively as part of a team. Visit www.mpl.org for more information about the Milwaukee Public Library.*

MINIMUM REQUIREMENTS:

1. Bachelor of Arts or Bachelor of Science degree in education from an accredited college or university.
2. Five years of classroom teaching experience, of which at least three have been teaching elementary or early childhood students.

NOTE: *Equivalent combinations of training and experience may be considered.*

3. Residency in the City of Milwaukee within six months of appointment and throughout employment.
4. Valid driver's license at time of appointment and throughout employment.
5. Availability of a properly insured personal automobile. Car allowance provided.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

Technical Knowledge:

- Broad knowledge of services to youth and an understanding of children's developmental stages.
- Thorough knowledge of methodology involved in curriculum planning.
- Ability to advocate for early literacy and its development.
- Ability to design new programs that align with community needs and the Library's strategic plan.
- Ability to effectively promote programs.
- The ability to train and direct the activities of staff.
- Ability to efficiently organize work, manage priorities, and coordinate people and resources.

Communication Skills:

- Excellent oral communication skills, both one-on-one and before audiences.
- Excellent written communication skills, including the ability to write articles for publication.

Customer Service and Interpersonal Skills:

- Strong customer service orientation.
- Ability to work effectively with staff, the public, and community groups and leaders.

THE CURRENT SALARY RANGE (557) IS: \$46,366 to \$53,832 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.